

# **KICKOFF MEETING**

## **APPLICANT HANDOUT**

**PUBLIC ASSISTANCE/INFRASTRUCTURE  
FEMA DR-1510-OR  
2767 22<sup>nd</sup> STREET SE  
SALEM, OR 97302-1553**

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## THE APPLICANT'S ROLE AND RESPONSIBILITIES

The applicant plays an active role throughout the disaster recovery process. It is our belief that you, as the applicant, are in the best position to identify and prioritize local needs and that FEMA, in concert with the State, can better serve you by providing technical and financial assistance to meet those needs.

To participate fully, you must be able to develop accurate and complete scopes of work and cost estimates. Assistance in this effort will be provided by FEMA and/or the State to the extent necessary. You also need to understand what technical assistance is available and how to obtain this assistance throughout the recovery process.

### What happens first?

- Compile a list of all your damages. Take that list with you to the Kickoff Meeting.
- The PAC and Liaison will review the list with you to evaluate the magnitude of damages sustained and the amount of work to be done.
- At the Kickoff Meeting your PAC will discuss options for combining sites into projects to help you develop work projects.
- You will be shown how to prepare detailed descriptions and summaries of your repair projects. By the end of the meeting, you will have received the information you need to proceed with disaster recovery and will understand what to expect.
- Identify any circumstances that require special review, such as insurance coverage, environmental safeguards, and historic preservation. The earlier these conditions are known, the faster they can be addressed, and they must be addressed before funding can be approved. Work on projects with environmental and/or historic preservation issues should not begin prior to FEMA review of these issues.
- While at the Kickoff Meeting, identify any known large projects to the PAC. The PAC in turn will assign a Project Officer (PO) with experience and training in the management of large and complex repair projects to work with you and who will be responsible for the completion and submittal of the *Project Worksheets (PWs)*.
  - You will need to work with the PO, Liaison, and any Specialist in the development of the work project.
  - Take the team for an inspection of the damage site.
  - Supply copies of contracts and/or estimates that you have obtained for the project work.
  - Supply the PO with access to equipment and personnel records when necessary.



- Supply the PO with copies of applicable codes and standards, environmental or historic review documents, insurance certificates, Hazard Mitigation proposals, and other permits or documents which may influence eligibility.
- The PO will be responsible for the actual completion of the *PW*.

Request clarification of anything you do not understand and ask questions about things with which you do not agree. Full discussion and regular interaction with your recovery team will help to resolve differences as they arise and expedite approval of your projects.

## How do I create projects?

A project is a logical method of performing work required as a result of the declared event. Projects may consist of one damage site or may be made up of several sites. This offers flexibility in organizing and managing work around your needs.

- Using your list of damages, combine your damage sites into work units as you would normally manage or contract your work and maintain your records. The work involved to repair eligible damage is considered a project.
- You may combine multiple damage sites and eligible work into a single project. Any reasonable method of managing projects may be selected. Some grouping examples are:
  - Specific Site
  - Specific Facility
  - Type of Damage
  - System
  - Jurisdiction
  - Method of Work
  - Complex
  - Special Considerations
- Refer to the *Applicant Handbook* (FEMA publication 323) for more details on combining projects.

## Are all projects handled in the same way?

- Your formulated project will result in one of four (4) types of projects with different funding restrictions. The four types of projects are:
  1. Small Project
    - Under \$47,800 (fiscal year 1999)
    - Funded on the approved estimate to complete approved scope of work
    - Applicant may complete *PW*

- Specialist may be provided to assist applicant in preparation of *PW*, if requested
- 2. Large Project
  - Over \$47,800 (fiscal year 1999)
  - Funded on actual costs to complete eligible scope of work
  - Project Officer assigned to complete *PW*
- 3. Improved Project.
  - May be large or small project
  - Applicant chooses to make improvements to pre-disaster design
  - State may approve, but FEMA must review for environmental considerations
  - Funding limited to the approved Federal estimate to complete the eligible scope of work
- 4. Alternate Project
  - May be large or small project
  - Permanent restoration project that applicant chooses to abandon rather than repair
  - FEMA must approve
  - Funding limited to approved Federal estimate to complete eligible scope of work of damaged facility
  - Funds may be used at another facility
  - FEMA funds reduced by 10% for all alternate projects
- Identify any newly formed large projects (over \$47,800) to your PAC so that a PO may be assigned to work with you on it.
  - You will need to work with the PO, Liaison, and any Specialist in the development of the work project.
  - Take the team for an inspection of the damage site.
  - Supply copies of contracts and/or estimates that you have obtained for the project work.
  - Supply the PO with access to equipment and personnel records when necessary.
  - The PO will be responsible for the actual completion of the *PW*.
- The deadline for submission of any damages that were not previously identified is 60 days from the date of the Kickoff Meeting. If extreme circumstances, such as wide spread catastrophic damage, prohibit adherence to deadlines, notify your PAC as soon as possible.

### How do I complete the Project Worksheet for small projects?

- You are encouraged to participate fully in managing your repair projects, particularly small projects of less than \$47,800 (fiscal year 1999).

If you plan to develop your own *PWs* on small projects, review the *Applicant's Handbook* (FEMA publication 323), and any handouts you received at the Kickoff Meeting for details on eligibility and guidelines on how to complete the form.

- Describe the pre-disaster facility, function and location (including Latitude/Longitude when known).
- Describe the disaster-related damage to the facility.
- Describe the repairs necessary to repair the facility to its' pre-disaster design (scope of work).
- Describe any Special Considerations issues that may affect the project.
  - Insurance, hazard mitigation opportunities, environmental concerns, and historic facilities over 50 years old, etc.
  - When describing any Special Considerations issue, discuss the item with the PAC who will explain how to clearly document the issue and expedite resolution.
  - You may want to submit projects with identified Special Considerations concerns as soon as possible, since these projects will need to be reviewed by specialists prior to project approval and funding.
- Refer to the *Special Considerations Questions* for each project.
  - You will want to keep a copy of this completed form with the other documentation on the project to show that these regulatory issues were considered. It is not necessary for you to perform extensive research in order to answer these questions. It is more important that any considerations simply be noted on your *PW*, thus alerting the PAC early on in the process.
- Describe any change in the pre-disaster design of the facility that is required.
  - Use a separate paragraph within the scope of work to describe any proposed changes to the pre-disaster design of the facility. Hazard mitigation, an improved project, an alternate project, or applicable codes and standards may result in a change to the pre-disaster design of the facility.
- Describe any other information that is pertinent to the scope of work, including upgrades due to codes and standards, or pre-disaster damage or maintenance problems should be documented.
- Develop the estimated cost of repair for the damages described in the Project Description.

### What do I do with the completed *PWs*?

- Contact the PAC to obtain approval for any alternate or improved projects.

- Submit completed *PWs* to the PAC as you finish them. This continual submittal of projects will get any Special Considerations issues routed to the appropriate reviewers immediately, ensuring expeditious resolution of any problems that may be found.
  - The PAC will check each *PW* that you submit to ensure that the Scope of Work is described accurately and in detail.
  - The PAC will contact you for further information if additional data is required to establish an eligible scope of work.
- Notify the PAC that you are ready for validation to begin. This can be done once all small project *PWs*, or all emergency work *PWs*, or a large batch of *PWs* have been submitted.

### **Do I have to complete the *PWs*?**

- If you are unable to or do not wish to develop your own small *PWs*, notify the PAC of your intentions and a Specialist will be assigned to develop *PWs* on all the work projects that you have identified.
  - You will need to show the Specialist the damage sites.
  - You will need to supply all the backup documentation and calculations you have for the work that has been or will be done for each project, to the Specialist for their *PW* development.
  - Be ready to supply any additional information that the Specialist might need.
  - Once the *PWs* are completed, the Specialist will go over the *PWs* with you, and you will have the opportunity to ask questions or voice any concerns. Any concerns that cannot be resolved during this discussion should be addressed with the PAC for resolution.

### **What documentation or record keeping is required?**

- Maintain a complete and accurate set of records for each project to facilitate the validation, approval, and funding processes.
  - The information required for your documentation basically describes the “who, what, when, where, why, and how much” for each item of disaster recovery work.
- Designate a person to coordinate the accumulation of records.
- Establish a file for each project where work has been or will be performed.
- Maintain accurate disbursement and accounting records to document the work performed and the costs incurred.
- Refer to the *Applicant Handbook* and the *Public Assistance Guide* for specific documentation requirements and associated deadlines.



- Contact your PAC whenever you have questions or need assistance.
- You are responsible for maintaining records of completed work and work to be completed. Your PAC and Liaison will provide a detailed list of required records and can recommend ways of organizing them.

## **Web Address Information For Applicant Kickoff Meetings**

Here is your source of lots of good information on the earthquake and the services available at Washington State Emergency Management Division.

**<http://www.wa.gov/wsem/>**

The below web address provides quick links to the following items that can assist an applicant in completing the Project Worksheet and other related items. The "Application and Forms" link at the bottom offers all of the forms needed to complete the Worksheet in an electronic form. The forms are designed to complete all roll-up calculations on estimates and provide a means to easily complete and print for submission of project information.

**<http://www.fema.gov/r-n-r/pa/tool.htm>**

The below website will give you access to the current publications that relate to the Public Assistance Program. These include the on-line versions of the PA Policy Digest and the PA Guide. Appendix A to the Digest is not available on-line yet.

**<http://www.fema.gov/r-n-r/pa/padocs.htm>**

The below site links you to briefing materials that describe the Public Assistance Program and can be used as a quick reference or to brief other people on the basics of the program.

**<http://www.fema.gov/r-n-r/pa/brief.htm>**

# ELIGIBLE WORK CATEGORIES OF FACILITIES

## Category A - Debris Removal

Trees & Branches  
Sand & Gravel  
Building Wreckage  
From Drainage Structures - that prevents  
the threat of additional damages

## Category B - Emergency Protective Measures

Search & Rescue  
Security  
Emergency Pumping  
Sandbagging  
Detour & Warning Signs  
Emergency & Temporary Repairs  
Overhead Power Lines - Restoring service  
to 50% of affected customers  
Activities undertaken before, during and  
following a disaster to save lives, protect  
public health and safety, and protect  
improved property

## Category C - Roads and Bridges

Roads & Streets  
Bridges  
Culverts  
Low Water (dip) Crossings  
Sidewalks  
Curbs & Gutters  
Traffic Control Signs & Lights  
Guardrail  
Roadside Ditches  
Parking Lots

## Category D - Water Control Facilities

Dams  
Levees  
Canals  
Channels  
Jetties & Breakwaters  
Debris Basins  
Diversion Structures  
Drop Structures  
Irrigation Canals

## Category E - Buildings and Equipment

Buildings  
Furnishings & Equipment  
Inventory  
Consumable Supplies  
Service Equipment  
Vehicles

## Category F - Utilities

Storm Drains  
Sanitary Sewers  
Water Lines  
Solid Waste Disposal  
Power Generation, Transmission,  
and Distribution Systems  
Telephone Systems  
Lift Stations  
Pump Stations  
Railroads

## Category G - Parks, Recreational and Other

Parks  
Playgrounds  
Swimming Pools  
Boat Docks & Piers  
Bath Houses & Restrooms  
Tennis Courts  
Picnic Tables & Grills  
Golf Courses  
Riding & Hiking Trails

# SUMMARY OF ELIGIBLE APPLICANT COSTS

THE FOLLOWING COSTS ARE GENERALLY CONSIDERED ELIGIBLE AS SHOWN. THERE MAY BE CIRCUMSTANCES WHERE SOME OF THESE MAY BE DISALLOWED AND SOME OTHERS BE CONSIDERED ELIGIBLE, DEPENDING ON CONDITIONS UNIQUE TO THE DSR.

|                                                                                          | <u>CATEGORY<br/>A&amp;B</u> | <u>OTHER<br/>CATEGORIES</u> |
|------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|
| 1) REGULAR TIME OF APPLICANT STAFF <sup>1</sup><br>ASSOCIATED FRINGE BENEFITS            | NO<br>NO                    | YES <sup>1</sup><br>YES     |
| 2) OVERTIME OF APPLICANT STAFF <sup>1</sup><br>ASSOCIATED FRINGE BENEFITS                | YES<br>YES                  | YES<br>YES                  |
| 3) REGULAR TIME OF FIRST (WORKING) LEVEL OF<br>SUPERVISION <sup>1</sup>                  | NO                          | YES                         |
| 4) EXTRA HIRES (INCLUDING O.T. AND APPLICABLE FRINGES)                                   | YES                         | YES                         |
| X 5) FILL IN WORKERS, HIRED TO DO THE WORK OF REGULAR<br>STAFF DIVERTED TO DISASTER WORK | YES                         | NO <sup>1</sup>             |
| 6) STANDBY TIME                                                                          | NO                          | NO                          |
| 7) CONTRACT COSTS INCURRED FOR ELIGIBLE WORK <sup>2</sup>                                | YES                         | YES                         |
| 8) ENGINEERING/DESIGN SERVICES NECESSARY FOR ELIGIBLE<br>WORK <sup>2</sup>               | N.A.                        | YES                         |
| 9) COOPERATIVE AGREEMENTS BETWEEN FEDERAL, STATE<br>AND LOCAL GOVERNMENTS                | YES                         | YES                         |
| 10) MATERIALS AND EQUIPMENT                                                              | YES                         | YES                         |

<sup>1</sup> GENERALLY, APPLICANT STAFF MUST BE WORKING DIRECTLY WITH REPAIR OR RESTORATION TO BE CONSIDERED ELIGIBLE. MANAGEMENT, ACCOUNTING AND OTHER SUPPORT FUNCTIONS ARE CONSIDERED ADMINISTRATIVE COSTS AND ARE GENERALLY NOT ALLOWED.

<sup>2</sup> "COST PLUS A FIXED FEE" TYPE CONTRACTS ARE USUALLY ACCEPTABLE ONLY FOR SHORT-TERM EMERGENCIES. "COST PLUS A PERCENT OF COSTS" CONTRACTS OR OTHER TYPES WHERE THERE IS NO CEILING ON THE TOTAL COSTS ARE NEVER ACCEPTABLE.

## TYPES OF PROJECTS

Formulated projects will result in one of four (4) types of projects with different funding resolutions. The four types of projects are:

### Small Projects

A small project is eligible work, either emergency or permanent, which has a cost estimate less than the current threshold for large / small projects. This threshold changes every October 1<sup>st</sup>, based on the consumer price index. For Federal fiscal year 1999 the threshold is \$47,800. Note that if numerous individual sites are combined in such a way that the cost estimate exceeds the small project threshold, the project will be considered a large project. This is true even if all individual sites within the project are damaged less than the large project threshold amount.

Funding for small projects is based on the approved estimate to complete the scope of work. If the applicant discovers a significant cost overrun related to the actual cost to complete all estimated small projects, then an appeal may be submitted for the additional funds within 60 days of completing the last small project.

#### Advantages

- Small projects are funded on estimates instead of incurred costs. This allows for faster funding since the project can be funded prior to completion of the actual work.
- If the applicant is able to complete a small project under budget, the applicant may retain the excess funds.
- Applicants may develop and complete their own *PWs* for small projects. This empowers the applicant and should ensure that all eligible work and costs are listed to the applicant's work specifications.

#### Disadvantages

- Since funding of small projects is by estimate, if the applicant underestimates the cost, the applicant is not funded for the total cost.
  - The only way to receive additional funding for a small project, is for the applicant to substantiate an over-run situation on all small projects, including any under-runs that may have been realized.
- If an applicant wants to complete the *PWs* on their small projects, but are short-handed, it may place a burden on the applicant's resources.

**Cost-Plus-Fixed-Fee** – Contract for work done on a lump sum or unit price contract with a fixed contractor fee added into the price.

**Time and materials contracts** should be avoided. They are sometimes used immediately after the disaster incident has occurred when a clear scope of work cannot be developed. Careful documentation of contractor expenses, and a cost ceiling or “not to exceed” provision should be included in the contract.

For example, Time-and-material contracts for debris should be limited to a maximum of 70 hours of actual debris clearance work and should be used only after all available local, tribal and State government equipment has been committed. These contracts should be terminated once the designated dollar ceiling or not-to-exceed number of hours is reached. On occasion, they may be extended for a short period when absolutely necessary, for example, until Unit Price contracts have been prepared and executed. If a time and materials contract has been used, the applicant should contact the State to ensure proper guidelines are followed.

**Cost Plus a Percentage of Cost and Percentage of Construction Cost Contracts** – These methods may not be used. Cost plus a percentage of cost contracts, percentage of construction cost methods of contracting and contracts that are contingent upon Federal assistance (called contingency contracts) is *not* eligible.

## APPENDIX F

### Applicant Record-Keeping Forms and Instructions

#### GENERAL

It is essential that applicants accurately document the expenses incurred in disaster response and recovery. Accurate documentation will help to:

- Recover all eligible costs.
- Have the information necessary to develop disaster projects.
- Have the information available, which the State and FEMA will need to see, to validate the accuracy of small projects.
- Be ready for any State or Federal audits or other program or financial reviews.

There are many ways to maintain documentation of records. What's important is that the necessary information is readily available and that all this information is in a usable format. Records must be compiled under the Project Number as shown on FEMA's *Project Worksheet (PW)*. The PAC will give the Project Number to the applicant.

A set of five summary records has been developed to assist the applicant in organizing project documentation. These forms are optional. If the applicant already has a system they want to use, they may do so, if it shows the information outlined above.

The summary records are:

1. Force Account Labor Summary Record—used to record personnel costs.
2. Force Account Equipment Summary Record—used to record equipment use costs.
3. Materials Summary Record—used to record the supplies and materials taken out of stock or purchased.
4. Rented Equipment Summary Record—used to record the costs of rented or leased equipment.
5. Contract Work Summary Record—used to record the costs or work that was done by contract.

Also included in this section:

- Applicant's Benefits Calculation Worksheet – used to record employees' fringe benefits.

All forms are available for downloading or printing from FEMA's website located at:  
<http://www.fema.gov/r-n-r/appfrm1.htm>





## APPEAL PROCEDURES

If there is a disagreement about eligibility, time limits, funding, or any other determination made about Public Assistance, an appeal process is available for review and reconsideration of the situation.

The appeal procedure requires the subgrantee to make a written request for reconsideration directly to the Governor's Authorized Representative, specifically identifying the action under appeal, the section of the CFR or policy that is being appealed, and giving an appropriate justification for the appeal. Any related documentation supporting the appeal should be attached to the letter of request. The request must be made within sixty days of the date of the receipt of the action in question.

The GAR, after due consideration, forwards such appeals to the FEMA Regional Director within 60 days of receipt of the appeal, together with appropriate comments, and any relevant additional information available.

The FEMA Regional Director reviews the appeal and reference materials submitted, and makes such additional investigation as deemed appropriate. Within ninety days, the Regional Director notifies the GAR in writing of the decision to grant or deny the appeal.

If the decision is to grant the appeal, the Regional Director will take such additional action as is necessary to implement the decision.

A second appeal may be made if the Regional Director denies the first appeal. The applicant may request the state to submit a second appeal in writing through the Regional Director to the FEMA Executive Associate Director not later than 60 days after notification of the Regional Director's denial of the first appeal. The Executive Associate Director will make a decision on the appeal within 90 days of receipt of the appeal.

Time limits for appeals may be extended for any of the time periods prescribed by the regulations, on request, based on the determination of the Regional or Executive Associate Director. Time limits for determinations on appeals may be extended when additional information is requested from the subgrantee."

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Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

|                     |             |          |                      |          |
|---------------------|-------------|----------|----------------------|----------|
| DECLARATION NO.     | PROJECT NO. | FIPS NO. | DATE                 | CATEGORY |
| FEMA- ____-DR- ____ |             |          |                      |          |
| DAMAGED FACILITY    |             |          | WORK COMPLETE AS OF: |          |
|                     |             |          | _____ : _____ %      |          |

|           |        |
|-----------|--------|
| APPLICANT | COUNTY |
|-----------|--------|

| LOCATION | LATITUDE | LONGITUDE |
|----------|----------|-----------|
|----------|----------|-----------|

| DAMAGE DESCRIPTION AND DIMENSIONS |  |
|-----------------------------------|--|
|                                   |  |

SCOPE OF WORK

Does the Scope of Work change the pre-disaster conditions at the site? ☐ Yes ☐ No

Special Considerations issues included? ☐ Yes ☐ No Hazard Mitigation proposal included? ☐ Yes ☐ No

Is there insurance coverage on this facility? ☐ Yes ☐ No

PROJECT COST

| PROJECT COST |      |           |               |            |        |
|--------------|------|-----------|---------------|------------|--------|
| ITEM         | CODE | NARRATIVE | QUANTITY/UNIT | UNIT PRICE | COST   |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           | /             |            |        |
|              |      |           |               | TOTAL COST | \$0.00 |

|              |        |
|--------------|--------|
| PREPARED BY: | TITLE: |
|--------------|--------|

## APPENDIX C

### Project Formulation Forms

The following forms are available for use in reporting damage site information, and are provided in their entirety, formatted within this text for reproducing, if necessary. These forms can also be accessed through the Internet at [www.fema.gov/r-n-r/appfrm1.htm](http://www.fema.gov/r-n-r/appfrm1.htm). Each of the forms can be downloaded in Rich Text Format or as a Word Document.

- *Project Worksheet* (FEMA Form 90-91)
- *Project Worksheet Instructions* (FEMA Form 90-91 (BACK))
- *Project Worksheet Damage Description and Scope of Work Continuation Sheet* (FEMA Form 90-91A)
- *Project Worksheet Cost Estimate Continuation Sheet* (FEMA Form 90-91B)
- *Project Worksheet Maps and Sketches Sheet* (FEMA Form 90-91C)
- *Project Worksheet Photo Sheet* (FEMA Form 90-91D)

## PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

|                 |             |          |      |          |
|-----------------|-------------|----------|------|----------|
| DECLARATION NO. | PROJECT NO. | FIPS NO. | DATE | CATEGORY |
| FEMA- _____     |             |          |      |          |
| APPLICANT       |             | COUNTY   |      |          |

PREPARED BY:

### PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

#### Identifying Information

**Disaster:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No.:** Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

**PA ID No.:** Indicate your Public Assistance Identification number on this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories. This is optional.

**Applicant:** Name of the government or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function.

**Work Complete as of:** Indicate the date the work was appraised in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of...", "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to Applicant Handbook for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to Applicant Handbook for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

#### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

**Prepared By:** Record the name and title of the person completing the Project Worksheet.

#### Records Requirements

Please review the Applicant Handbook for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- \*Force account labor documentation sheets identifying the employee, hours worked, date and location;

- \*Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;

- \*Material documentation sheets identifying the type of material, quantity used and cost;

- \*Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

[illegible]

20





FEDERAL EMERGENCY MANAGEMENT AGENCY  
PROJECT WORKSHEET - Maps and Sketches Sheet

O.M.B. No. 3067-0151  
Expires April 30, 2001

|             |             |          |      |          |
|-------------|-------------|----------|------|----------|
| DECLARATION | PROJECT NO. | FIPS NO. | DATE | CATEGORY |
| FEMA- _____ |             |          |      |          |
| APPLICANT   | COUNTY      |          |      |          |



FEDERAL EMERGENCY MANAGEMENT AGENCY  
PROJECT WORKSHEET - Photo Sheet

O.M.B. No. 3067-0151  
Expires April 30, 2001

|                 |             |          |      |          |
|-----------------|-------------|----------|------|----------|
| DECLARATION NO. | PROJECT NO. | FIPS NO. | DATE | CATEGORY |
| FEMA- _____     |             |          |      |          |
| APPLICANT       |             | COUNTY   |      |          |

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FEDERAL EMERGENCY MANAGEMENT AGENCY

# APPLICANT'S BENEFITS CALCULATION WORKSHEET

|                  |         |
|------------------|---------|
| APPLICANT:       | 0       |
| DISASTER NUMBER: | 1419 MN |
| AREA ID:         | 0       |
| PROJECT NUMBER:  | 0       |

TOTAL PAYROLL IN DOLLARS

|                               | DOLLARS & HOURS |                   | REGULAR TIME % |    | OVERTIME % |
|-------------------------------|-----------------|-------------------|----------------|----|------------|
| Holidays                      |                 | / 2080 =          |                |    |            |
| Vacation Leave                |                 | / 2080 =          |                |    |            |
| Sick Leave                    |                 | / 2080 =          |                |    |            |
| * Social Security             |                 |                   | 6.20%          | *  | 6.20%      |
| * Medicare                    |                 |                   | 1.45%          | *  | 1.45%      |
| * Unemployment                |                 | / total payroll = |                | *  | 0.00%      |
| * Worker's Comp               |                 | / total payroll = |                | *  |            |
| ** Retirement                 |                 | / total payroll = |                | ** |            |
| Health Benefits               |                 | / total payroll = |                |    |            |
| Life Insurance Benefits       |                 | / total payroll = |                |    |            |
| Total (in % of annual salary) |                 |                   |                |    |            |

(FIGURES IN YELLOW AUTOMATICLY "GO" TO THE FORCE ACCOUNT LABOR SHEETS)

I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE FOR AUDIT.

CERTIFIED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

\* Only categories for overtime fringe benefits.

\*\* Only when supported by employee contract



## APPLICANT'S BENEFIT CALCULATION WORKSHEET

### Benefit Calculations

Fringe benefits for force account labor is eligible. Except in extremely unusual cases, fringe benefits for overtime will be significantly less than regular time.

The following steps will assist in calculating the percentage of fringe benefits paid on an employee's salary. Note that items and percentages will vary from one entity to another.

1. The normal year consists of 2080 hours (52 weeks x 5 workdays/week x 8 hours/day). This does not include holidays and vacations.
2. Determine the employee's basic hourly pay rate (annual salary/2080 hours).
3. Fringe benefit percentage for vacation time: Divide the number of hours of annual vacation time provided to the employee by 2080 (80 hours (2 weeks)/2080 = 3.85%).
4. Fringe benefit percentage for paid holidays: Divide the number of paid holiday hours by 2080 (64 hours (8 holidays)/2080 = 3.07%).
5. Retirement pay: Because this measure varies widely, use only the percentage of salary matched by the employer.
6. Social Security and Unemployment Insurance: Both are standard percentages of salary.
7. Insurance: this benefit varies by employee. Divide the amount paid by the city or county by the basic pay rate determined in Step 2.
8. Workman's Compensation: this benefit also varies by employee. Divide the amount paid by the city or county by the basic pay rate determined in Step 2. Use the rate per \$100 to determine the correct percentage.

Note: Typically, you should not be charging the same rate for regular time and overtime. Generally, only FICA (Social Security) is eligible for overtime; however, some entities may charge retirement tax on all income.

### Sample Rates

Although some rates may differ greatly between organizations due to their particular experiences, the table below provides some general guidelines that can be used as a reasonableness test to review submitted claims. These rates are based on experience in developing fringe rates for several state departments, the default rate is that used for the state of Florida, following Hurricane Andrew (August 1992), and the review of several FEMA claims. The rates presented are determined using the gross wage method applicable to the personnel hourly rate (PHR) method. The net available hours method would result in higher rates.

#### ***Paid Fringe Benefits***

|                             |        |                    |
|-----------------------------|--------|--------------------|
| HCA Matching                | 7.65%  | (or slightly less) |
| Retirement – Regular        | 17.00% | (or less)          |
| Retirement – Special Risk   | 25.00% | (or slightly more) |
| Health Insurance            | 12.00% | (or less)          |
| Life & Disability Insurance | 1.00%  | (or less)          |
| Worker's Compensation       | 3.00%  | (or less)          |
| Unemployment Insurance      | 0.25%  | (or less)          |

#### ***Leave Fringe Benefits***

|                      |       |           |
|----------------------|-------|-----------|
| Accrued Annual Leave | 7.00% | (or less) |
| Sick Leave           | 4.00% | (or less) |
| Administrative Leave | 0.50% | (or less) |
| Holiday Leave        | 4.00% | (or less) |
| Compensatory Leave   | 2.00% | (or less) |

Rates outside of these ranges are possible, but should be justified during the validation process.





**FEDERAL EMERGENCY MANAGEMENT AGENCY  
FORCE ACCOUNT LABOR SUMMARY RECORD**

|                                  |             |         |                                          |
|----------------------------------|-------------|---------|------------------------------------------|
| 1. APPLICANT                     | 2. PAID     | 3. PW # | Page <span style="float:right">of</span> |
| 5. LOCATION/SITE                 | 6. CATEGORY |         | 4. DISASTER NUMBER                       |
| 8. DESCRIPTION OF WORK PERFORMED |             |         | 7. PERIOD COVERING<br>to                 |

| NAME      | JOB TITLE | DATE | DATES AND HOURS WORKED EACH WEEK |  |  |  |  |  |  | COSTS       |             |                 |              |             |
|-----------|-----------|------|----------------------------------|--|--|--|--|--|--|-------------|-------------|-----------------|--------------|-------------|
|           |           |      |                                  |  |  |  |  |  |  | TOTAL HOURS | HOURLY RATE | BENEFIT RATE/HR | TOTAL HOURLY | TOTAL COSTS |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| NAME      |           | REG. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |
| JOB TITLE |           | O.T. |                                  |  |  |  |  |  |  |             | \$          | /               | \$           | \$          |

Total Cost for Force Account Labor Regular Time → \$

ALL INFORMATION OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

|           |       |      |
|-----------|-------|------|
| CERTIFIED | TITLE | DATE |
|-----------|-------|------|

## Force Account Labor Summary Record Instructions

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

- Record regular and overtime hours separately.
- Record the benefits separately for regular and overtime hours. Most overtime hours include fewer benefits than regular hours.
- Attach a Applicant's Benefit Calculation Worksheet giving a breakdown of what is included in your benefits, by percentages, e.g., social security—15.2%, worker's compensation—4.3%, insurance—18.5%, etc. You can use an average rate if you have different benefit rates for different employees.

### Complete the Record as Follows

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.
6. **Category:** Enter category of work, if known.
7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
8. **Description of work performed:** Briefly describe the type of work that was performed.
  - **Name:** Enter the names of each employee who worked on the project.
  - **Title:** Enter the title or occupation of each employee who worked on the project.
  - **REG:** Enter the regular hours that each employee worked on the project.
  - **OT:** Enter overtime hours that each employee worked on the project. **REMINDER: Only overtime is eligible for reimbursement for emergency work. Record both regular and overtime hours, so that personnel hours can be compared with equipment use hours, if necessary.**
  - **Total HR:** Total the hours for each employee and enter the result in this block.
  - **Hourly Rate:** Enter each employee's hourly rate.
  - **Benefit Rate/Hr:** Enter each employee's hourly benefit rate. There should be different percentages for benefits pertaining to regular and overtime wages.
  - **Total Hourly:** Add the employee's hourly rate in the Rate/Hr block and the hourly benefits rate in the Benefits/Hr block and enter the result here.
  - **Total Costs:** Multiply the entries in Total Hours and Total Hourly and enter the result here.
  - **Total Cost:** Multiply the entries in the Total Hr and Total Rate/Hr blocks and enter the result here.
  - **Total Cost for Force Account Labor Regular Time:** Add the entries in the Total Cost, REG block for each employee and enter the results here.

**FEDERAL EMERGENCY MANAGEMENT AGENCY**

| 1. APPLICANT                     |  |  | 2. PAID |  | 3. PW #     | Page of            |    |
|----------------------------------|--|--|---------|--|-------------|--------------------|----|
| 5. LOCATION/SITE                 |  |  |         |  |             | 4. DISASTER NUMBER |    |
| 8. DESCRIPTION OF WORK PERFORMED |  |  |         |  | 6. CATEGORY | 7. PERIOD COVERING | to |

[illegible]

| GRAND TOTALS                                                                                                                                                  |                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <p>           I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.         </p> | <p>           TITLE         </p> |

## Force Account Equipment Summary Record Instructions

Force account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information:

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.
6. **Category:** Enter category of work, if known.
7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
8. **Description of work performed:** Briefly describe the type of work that was performed
  - **Type of Equipment:** Enter a brief description of the equipment, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, e.g., Ditch Witch.
  - **FEMA Code:** Enter the FEMA cost code for the equipment.
  - **Operator's Name:** Enter the equipment operator's name.
  - **Date/Hours Used:** Enter the dates and hours the equipment was used on the project.
  - **Total Hours:** Enter total hours equipment was in use.
  - **Equipment Rate:** Enter the hourly cost to use the equipment.
  - **Total Cost:** Multiply the number in the Total Hours block by the number in the Equipment Rate block and enter the result here.
  - **Grand Totals:** Add the numbers in the Total Hours blocks and Total Cost blocks enter the results here.

## MATERIALS SUMMARY RECORD

Page of

[illegible]

## The Materials Record Summary Instructions

This form is used to record the costs of supplies and materials purchased in response to the disaster or used to repair damages caused by the disaster.

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.
6. **Category:** Enter category of work, if known.
7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
8. **Description of work performed:** Briefly describe the type of work that was performed.
  - **Vendor:** Enter the name of the supplier if the material was bought specifically as a result of the disaster.
  - **Description:** Enter a brief description of the supplies or materials used or purchased.
  - **Quantity:** Enter amount of material used. (e.g., number, tonnage, etc.)
  - **Date Purchased:** Enter the date on the invoice.
  - **Date Used:** Enter date actually used/installed.
  - **Info from:** Check whether information entered on the form was obtained from actual invoice or if material was taken from stock on hand.
  - **Grand Total:** Add the numbers in the Total Price blocks and enter the result here.

FEDERAL EMERGENCY MANAGEMENT AGENCY  
RENTED EQUIPMENT SUMMARY RECORD

[illegible]

## The Rented Equipment Summary Record

### Instructions

This form is used to record the costs of equipment that you had to rent or lease to respond to the disaster or to be used in making repairs to damages caused by the disaster.

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.
6. **Category:** Enter category of work, if known.
7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
8. **Description of work performed:** Briefly describe the type of work that was performed
  - **Type of Equipment:** Enter a brief description of the equipment that you leased or rented, including the rated horsepower or capacity of the equipment. Be sure to include this information if you also use a trade name or common name to describe the equipment, e.g., Ditch Witch.
  - **Dates/Hours Used:** Enter the dates and hours the equipment was used on the project.
  - **Rate Per Hour:** Enter the hourly rental or lease cost of the equipment. Indicate if the equipment was rented on a daily, weekly, or monthly rate, instead of an hourly rate. List in appropriate column if operator costs were included.
  - **Total Cost:** Multiply hours Used by Hourly Rate charged and enter total cost here
  - **Vendor:** Enter the name of the company that rented or leased the equipment to you.
  - **Invoice No.:** Enter billing invoice number.
  - **Date / Amount Paid:** Enter date of payment and amount of check.
  - **Check No.:** List check number that was used to pay for equipment rental.
  - **Grand Total:** Add the dollar figure from the Amount Paid blocks and enter total here.



FEDERAL EMERGENCY MANAGEMENT AGENCY  
CONTRACT WORK SUMMARY RECORD

| 1. APPLICANT                     |  |             | Page _____ of _____      |  |
|----------------------------------|--|-------------|--------------------------|--|
| 2. PAID                          |  | 3. PW #     | 4. DISASTER NUMBER       |  |
| 5. LOCATION/SITE                 |  | 6. CATEGORY | 7. PERIOD COVERING<br>to |  |
| 8. DESCRIPTION OF WORK PERFORMED |  |             |                          |  |

[illegible]

| I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT |  |
|-----------------------------------------------------------------------------------------------------------------------------------|--|
| TITLE                                                                                                                             |  |
|                                                                                                                                   |  |

## Contract Work Summary Record

### Instructions

This form is used to record the costs of contracts that you awarded to respond to the disaster or to make repairs to damages caused by the disaster.

Complete the record as follows:

1. **Applicant:** Enter your organization's name.
2. **PA ID:** Enter the computer tracking number that FEMA assigns to your organization. Your Public Assistance Coordinator can tell you what it is if you don't know it.
3. **PW #:** Enter the project number that you have assigned to this project. If you know the project number assigned by FEMA, use that number.
4. **Disaster Number:** Enter the declaration number for this disaster here. The Public Assistance Coordinator can tell you what it is if you don't know it.
5. **Location/site:** Enter physical address or location of project.
6. **Category:** Enter category of work, if known.
7. **Period Covering:** Enter time period referenced for the information contained on this sheet.
8. **Description of work performed:** Briefly describe the type of work that was performed
  - **Invoice Number:** Enter the invoice number.
  - **Dates Worked:** Enter the dates that contractor work on the project.
  - **Contractor:** Enter the name of the contractor receiving the contract.
  - **Billing/Invoice Number:** Enter invoice or billing number submitted by contractor.
  - **Amount:** Enter the total dollar figure listed on the invoice for that project.
  - **Comments - Scope:** Enter a brief description of the work the contractor performed and/or other pertinent comments.
  - **Grand Total (includes contract labor):** Add the numbers in the Amount column and enter the result here.

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
SPECIAL CONSIDERATIONS QUESTIONS**

|                     |                |         |
|---------------------|----------------|---------|
| 1. APPLICANT'S NAME | 2. FIPS NUMBER | 3. DATE |
| 4. PROJECT NAME     | 5. LOCATION    |         |

**Form must be filled out for each project.**

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.)

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

2. Is the damaged facility located within a floodplain or coastal high hazard area, or does it have an impact on a floodplain or wetland?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected Area?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function)

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

5. Does the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there more, similar buildings near the site?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

8. Are there any hazardous materials at or adjacent to the damaged facility and/or item of work?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_

9. Are there any other environmentally or controversial issues associated with the damaged facility and/or item of work?

☐ Yes    ☐ No    ☐ Unsure    Comments \_\_\_\_\_

\_\_\_\_\_



**FEDERAL EMERGENCY MANAGEMENT AGENCY**  
**SCHEDULE OF EQUIPMENT RATES**  
DEPARTMENT OF HOMELAND SECURITY  
EMERGENCY PREPAREDNESS AND RESPONSE DIRECTORATE  
RECOVERY DIVISION  
PUBLIC ASSISTANCE BRANCH  
WASHINGTON, D.C. 20472

The rates on this Schedule of Equipment Rates are for applicant-owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, et seq., for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incident to operation. Standby equipment costs are not eligible.

Equipment must be in actual operation performing eligible work in order for reimbursement to be eligible. LABOR COSTS OF OPERATOR ARE NOT INCLUDED in the rates and should be approved separately from equipment costs.

Information regarding the use of the Schedule is contained in 44 CFR § 206.228 *Allowable Costs*. Rates for equipment not listed will be furnished by FEMA upon request. Any appeals shall be in accordance with 44 CFR § 206.206 *Appeals*.

THESE RATES ARE APPLICABLE TO MAJOR DISASTERS AND EMERGENCIES DECLARED BY THE PRESIDENT AFTER THE DATE OF PUBLICATION OF THIS SCHEDULE.

| Cost Code | Equipment                   | Specification        | Capacity/Size  | HP     | Notes                                        | Unit | Rate    |
|-----------|-----------------------------|----------------------|----------------|--------|----------------------------------------------|------|---------|
| 8490      | Aerial Lift, Self-Propelled | Max. Platform Height | 37 Ft          | to 15  | Articulated, Telescoping, Scissor.           | hour | \$4.00  |
| 8491      | Aerial Lift, Self-Propelled | Max. Platform Height | 60 Ft          | to 30  | Articulated, Telescoping, Scissor.           | hour | \$11.00 |
| 8492      | Aerial Lift, Self-Propelled | Max. Platform Height | 70 Ft          | to 50  | Articulated, Telescoping, Scissor.           | hour | \$20.50 |
| 8493      | Aerial Lift, Self-Propelled | Max. Platform Height | 125 Ft         | to 85  | Articulated and Telescoping.                 | hour | \$37.00 |
| 8494      | Aerial Lift, Self-Propelled | Max. Platform Height | 150 Ft         | to 130 | Articulated and Telescoping.                 | hour | \$58.00 |
| 8486      | Aerial Lift, Truck Mntd     | Max. Platform Height | 25 Ft          |        | Articulated and Telescoping.                 | hour | \$5.30  |
| 8487      | Aerial Lift, Truck Mntd     | Max. Platform Height | 50 Ft          |        | Articulated and Telescoping.                 | hour | \$8.90  |
| 8488      | Aerial Lift, Truck Mntd     | Max. Platform Height | 75 Ft          |        | Articulated and Telescoping.                 | hour | \$19.00 |
| 8489      | Aerial Lift, Truck Mntd     | Max. Platform Height | 100 Ft         |        | Articulated and Telescoping.                 | hour | \$36.00 |
| 8010      | Air Compressor              | Air Delivery         | 41 CFM         | to 10  | Hoses included.                              | hour | \$1.50  |
| 8011      | Air Compressor              | Air Delivery         | 103 CFM        | to 30  | Hoses included.                              | hour | \$4.10  |
| 8012      | Air Compressor              | Air Delivery         | 130 CFM        | to 50  | Hoses included.                              | hour | \$6.70  |
| 8013      | Air Compressor              | Air Delivery         | 175 CFM        | to 90  | Hoses included.                              | hour | \$11.75 |
| 8014      | Air Compressor              | Air Delivery         | 400 CFM        | to 145 | Hoses included.                              | hour | \$18.50 |
| 8015      | Air Compressor              | Air Delivery         | 575 CFM        | to 230 | Hoses included.                              | hour | \$29.00 |
| 8016      | Air Compressor              | Air Delivery         | 1100 CFM       | to 355 | Hoses included.                              | hour | \$43.00 |
| 8017      | Air Compressor              | Air Delivery         | 1600 CFM       | to 500 | Hoses included.                              | hour | \$58.00 |
| 8020      | Air Curtain Burner          |                      |                | to 50  | In ground burner.                            | hour | \$5.40  |
| 8021      | Air Curtain Burner          |                      |                | to 75  | In ground burner.                            | hour | \$6.10  |
| 8022      | Air Curtain Burner          |                      |                | to 100 | In ground burner.                            | hour | \$6.90  |
| 8023      | Air Curtain Burner          |                      |                | to 50  | Above ground burner.                         | hour | \$7.30  |
| 8024      | Air Curtain Burner          |                      |                | to 75  | Above ground burner.                         | hour | \$9.70  |
| 8025      | Air Curtain Burner          |                      |                | to 100 | Above ground burner.                         | hour | \$12.75 |
| 8040      | Ambulance                   |                      |                | to 150 |                                              | hour | \$16.50 |
| 8041      | Ambulance                   |                      |                | to 210 |                                              | hour | \$25.00 |
| 8060      | Auger, Portable             | Hole Diameter        | 16 In          | to 6   |                                              | hour | \$1.10  |
| 8061      | Auger, Portable             | Hole Diameter        | 18 In          | to 13  |                                              | hour | \$2.50  |
| 8062      | Auger, Tractor Mntd         | Max. Auger Diameter  | 36 In          | to 13  | Includes digger, boom and mounting hardware. | hour | \$1.75  |
| 8063      | Auger, Truck Mntd           | Max. Auger Size      | 24 In          | to 100 | Guardrail post driver.                       | hour | \$25.00 |
| 8070      | Automobile                  |                      |                | to 130 | Transporting people.                         | mile | \$0.37  |
| 8071      | Automobile                  |                      |                | to 130 | Transporting cargo.                          | hour | \$7.60  |
| 8072      | Automobile, Police          |                      |                | to 250 | Patrolling.                                  | mile | \$0.41  |
| 8073      | Automobile, Police          |                      |                | to 250 | Stationary with engine running.              | hour | \$11.00 |
| 8110      | Barge, Deck                 | Size                 | 120'x30'x7.25' |        |                                              | hour | \$24.50 |
| 8111      | Barge, Deck                 | Size                 | 120'x45'x7'    |        |                                              | hour | \$38.00 |
| 8112      | Barge, Deck                 | Size                 | 140'x45'x7'    |        |                                              | hour | \$51.00 |



**FEDERAL EMERGENCY MANAGEMENT AGENCY  
SCHEDULE OF EQUIPMENT RATES**

| Code | Equipment                  | Specification     | Capacity/Size | HP      | Notes                          | Unit | Rate     |
|------|----------------------------|-------------------|---------------|---------|--------------------------------|------|----------|
| 8111 | Barge, Deck                | Size              | 150'x45'x9'   |         |                                | hour | \$60.00  |
| 8112 | Barge, Hopper              | Size              | 200'x35'x12'  |         | Open                           | hour | \$45.00  |
| 8113 | Barge, Hopper              | Size              | 200'x35'x12'  |         | Closed                         | hour | \$52.00  |
| 8090 | Board, Arrow               |                   |               | to 8    | Trailer Mounted.               | hour | \$2.80   |
| 8091 | Board, Message             |                   |               | to 5    | Trailer Mounted.               | hour | \$8.40   |
| 8114 | Boat, Push                 | Size              | 45'x21'x6'    | to 435  | Flat hull.                     | hour | \$128.00 |
| 8115 | Boat, Push                 | Size              | 54'x21'x6'    | to 525  | Flat hull.                     | hour | \$144.00 |
| 8116 | Boat, Push                 | Size              | 58'x24'x7.5'  | to 705  | Flat hull.                     | hour | \$176.00 |
| 8117 | Boat, Push                 | Size              | 64'x25'x8'    | to 870  | Flat hull.                     | hour | \$206.00 |
| 8118 | Boat, Row                  |                   |               |         | Heavy duty.                    | hour | \$0.85   |
| 8119 | Boat, Runabout             | Size              | 13'x5'        | to 50   | Outboard.                      | hour | \$9.30   |
| 8120 | Boat, Tender               | Size              | 14'x7'        | to 100  | Inboard with 360 degree drive. | hour | \$20.50  |
| 8121 | Boat, Tow                  | Size              | 55'x20'x6'    | to 870  | Steel.                         | hour | \$157.00 |
| 8122 | Boat, Tow                  | Size              | 60'x21'x5'    | to 1050 | Steel.                         | hour | \$248.00 |
| 8123 | Boat, Tow                  | Size              | 70'x30'x7.5'  | to 1350 | Steel.                         | hour | \$369.00 |
| 8124 | Boat, Tow                  | Size              | 120'x34'x8'   | to 2000 | Steel.                         | hour | \$559.00 |
| 8140 | Boat, Tug                  | Length            | 16 Ft         | to 100  |                                | hour | \$23.00  |
| 8141 | Boat, Tug                  | Length            | 18 Ft         | to 175  |                                | hour | \$35.00  |
| 8142 | Boat, Tug                  | Length            | 26 Ft         | to 250  |                                | hour | \$44.00  |
| 8143 | Boat, Tug                  | Length            | 40 Ft         | to 380  |                                | hour | \$109.00 |
| 8144 | Boat, Tug                  | Length            | 51 Ft         | to 700  |                                | hour | \$153.00 |
| 8420 | Breaker, Pavement          |                   |               | to 70   |                                | hour | \$25.50  |
| 8421 | Breaker, Pavement          |                   |               | to 105  |                                | hour | \$34.00  |
| 8422 | Breaker, Pavement          |                   |               | to 137  |                                | hour | \$42.00  |
| 8150 | Broom, Pavement            | Broom Length      | 72 In         | to 20   |                                | hour | \$7.80   |
| 8151 | Broom, Pavement            | Broom Length      | 84 In         | to 45   |                                | hour | \$11.75  |
| 8152 | Broom, Pavement            | Broom Length      | 96 In         | to 100  |                                | hour | \$14.50  |
| 8153 | Broom, Pavement, Mntd      | Broom Length      | 72 In         | to 18   |                                | hour | \$5.50   |
| 8154 | Broom, Pavement, Pull      | Broom Length      | 84 In         | to 20   |                                | hour | \$7.50   |
| 8270 | Bucket, Clamshell          | Capacity          | 1.0 CY        |         | Includes teeth.                | hour | \$4.00   |
| 8271 | Bucket, Clamshell          | Capacity          | 2.5 CY        |         | Includes teeth.                | hour | \$7.10   |
| 8272 | Bucket, Clamshell          | Capacity          | 5.0 CY        |         | Includes teeth.                | hour | \$11.75  |
| 8273 | Bucket, Clamshell          | Capacity          | 7.5 CY        |         | Includes teeth.                | hour | \$16.00  |
| 8275 | Bucket, Dragline           | Capacity          | 2.0 CY        |         |                                | hour | \$3.25   |
| 8276 | Bucket, Dragline           | Capacity          | 5.0 CY        |         |                                | hour | \$6.80   |
| 8277 | Bucket, Dragline           | Capacity          | 10 CY         |         |                                | hour | \$11.25  |
| 8278 | Bucket, Dragline           | Capacity          | 14 CY         |         |                                | hour | \$13.25  |
| 8180 | Bus                        |                   |               | to 150  |                                | hour | \$11.50  |
| 8181 | Bus                        |                   |               | to 210  |                                | hour | \$17.75  |
| 8182 | Bus                        |                   |               | to 300  |                                | hour | \$24.00  |
| 8190 | Chain Saw                  | Bar Length        | 16 In         |         |                                | hour | \$1.25   |
| 8191 | Chain Saw                  | Bar Length        | 25 In         |         |                                | hour | \$2.45   |
| 8192 | Chain Saw, Pole            | Bar Size          | 18 In         |         |                                | hour | \$1.65   |
| 8200 | Chipper, Brush             | Chipping Capacity | 6 In          | to 35   | Trailer Mounted.               | hour | \$10.75  |
| 8201 | Chipper, Brush             | Chipping Capacity | 12 In         | to 65   | Trailer Mounted.               | hour | \$14.25  |
| 8202 | Chipper, Brush             | Chipping Capacity | 16 In         | to 100  | Trailer Mounted.               | hour | \$18.25  |
| 8203 | Chipper, Brush             | Chipping Capacity | 18 In         | to 125  | Trailer Mounted.               | hour | \$21.50  |
| 8204 | Chipper, Brush             | Chipping Capacity | 18 In         | to 200  | Trailer Mounted.               | hour | \$31.00  |
| 8205 | Chipper, Brush             | Chipping Capacity | 19 In         | to 300  | Trailer Mounted.               | hour | \$45.00  |
| 8206 | Chipper, Brush             | Chipping Capacity | 19 In         | to 450  | Trailer Mounted.               | hour | \$68.00  |
| 8207 | Chipper, Brush             |                   |               | to 650  | Trailer Mounted.               | hour | \$103.00 |
| 8210 | Clamshell & Dragline       |                   |               | to 100  | Bucket not included in rate.   | hour | \$64.00  |
| 8211 | Clamshell & Dragline       |                   |               | to 155  | Bucket not included in rate.   | hour | \$86.00  |
| 8212 | Clamshell & Dragline       |                   |               | to 235  | Bucket not included in rate.   | hour | \$117.00 |
| 8213 | Clamshell & Dragline       |                   |               | to 350  | Bucket not included in rate.   | hour | \$159.00 |
| 8214 | Clamshell & Dragline       |                   |               | to 530  | Bucket not included in rate.   | hour | \$221.00 |
| 8215 | Clamshell & Dragline       |                   |               | to 800  | Bucket not included in rate.   | hour | \$305.00 |
| 8712 | Cleaner, Sewer/Catch Basin | Hopper Capacity   | 5 CY          |         | Truck Mounted.                 | hour | \$17.25  |
| 8713 | Cleaner, Sewer/Catch Basin | Hopper Capacity   | 14 CY         |         | Truck Mounted.                 | hour | \$22.00  |
| 8220 | Compactor                  |                   |               | to 10   |                                | hour | \$7.90   |
| 8221 | Compactor                  |                   |               | to 45   |                                | hour | \$13.75  |
| 8222 | Compactor                  |                   |               | to 75   |                                | hour | \$19.75  |
| 8223 | Compactor                  |                   |               | to 95   |                                | hour | \$24.00  |
| 8224 | Compactor                  |                   |               | to 150  |                                | hour | \$38.00  |
| 8225 | Compactor                  |                   |               | to 235  |                                | hour | \$63.00  |
| 8226 | Compactor                  |                   |               | to 335  |                                | hour | \$101.00 |





**FEDERAL EMERGENCY MANAGEMENT AGENCY  
SCHEDULE OF EQUIPMENT RATES**

| Cost Code | Equipment                 | Specification      | Capacity/Size | HP      | Notes                                                                       | Unit | Rate     |
|-----------|---------------------------|--------------------|---------------|---------|-----------------------------------------------------------------------------|------|----------|
| 8227      | Compactor                 |                    |               | to 535  |                                                                             | hour | \$200.00 |
| 8228      | Compactor, towed          |                    |               | to 15   |                                                                             | hour | \$14.00  |
| 8229      | Compactor, towed          |                    |               | to 50   |                                                                             | hour | \$35.00  |
| 8230      | Compactor, towed          |                    |               | to 100  |                                                                             | hour | \$60.00  |
| 8500      | Crane                     | Max. Lift Capacity | 8 MT          | to 80   |                                                                             | hour | \$25.50  |
| 8501      | Crane                     | Max. Lift Capacity | 15 MT         | to 150  |                                                                             | hour | \$38.00  |
| 8502      | Crane                     | Max. Lift Capacity | 27 MT         | to 200  |                                                                             | hour | \$58.00  |
| 8503      | Crane                     | Max. Lift Capacity | 45 MT         | to 300  |                                                                             | hour | \$87.00  |
| 8504      | Crane                     | Max. Lift Capacity | 70 MT         | to 350  |                                                                             | hour | \$126.00 |
| 8505      | Crane                     | Max. Lift Capacity | 110 MT        | to 450  |                                                                             | hour | \$182.00 |
| 8496      | Crane, Truck Mntd         | Max. Lift Capacity | 17600 Lbs     |         |                                                                             | hour | \$22.00  |
| 8497      | Crane, Truck Mntd         | Max. Lift Capacity | 33000 Lbs     |         |                                                                             | hour | \$32.00  |
| 8498      | Crane, Truck Mntd         | Max. Lift Capacity | 60000 Lbs     |         |                                                                             | hour | \$49.00  |
| 8499      | Crane, Truck Mntd         | Max. Lift Capacity | 120000 Lbs    |         |                                                                             | hour | \$86.00  |
| 8195      | Cutter, Brush             | Cutter Size        | 8 ft          | to 150  |                                                                             |      | \$69.00  |
| 8196      | Cutter, Brush             | Cutter Size        | 8 ft          | to 190  |                                                                             |      | \$76.00  |
| 8197      | Cutter, Brush             | Cutter Size        | 10 ft         | to 245  |                                                                             |      | \$85.00  |
| 8670      | Derrick, Hydraulic Digger | Max. Boom Length   | 55 Ft         |         | Includes hydraulic pole alignment attachment.                               | hour | \$32.00  |
| 8671      | Derrick, Hydraulic Digger | Max. Boom Length   | 75 Ft         |         | Includes hydraulic pole alignment attachment.                               | hour | \$34.00  |
| 8672      | Derrick, Hydraulic Digger | Max. Boom Length   | 95 Ft         |         | Includes hydraulic pole alignment attachment.                               | hour | \$36.00  |
| 8580      | Distributor, Asphalt      | Tank Capacity      | 500 Gal       |         | Truck Mounted. Includes burners, insulated tank, and circulating spray bar. | hour | \$9.50   |
| 8581      | Distributor, Asphalt      | Tank Capacity      | 1000 Gal      |         | Truck Mounted. Includes burners, insulated tank, and circulating spray bar. | hour | \$14.00  |
| 8250      | Dozer, Crawler            |                    |               | to 65   |                                                                             | hour | \$26.50  |
| 8251      | Dozer, Crawler            |                    |               | to 105  |                                                                             | hour | \$34.00  |
| 8252      | Dozer, Crawler            |                    |               | to 160  |                                                                             | hour | \$46.00  |
| 8253      | Dozer, Crawler            |                    |               | to 245  |                                                                             | hour | \$67.00  |
| 8254      | Dozer, Crawler            |                    |               | to 375  |                                                                             | hour | \$104.00 |
| 8255      | Dozer, Crawler            |                    |               | to 565  |                                                                             | hour | \$171.00 |
| 8256      | Dozer, Crawler            |                    |               | to 850  |                                                                             | hour | \$298.00 |
| 8260      | Dozer, Wheel              |                    |               | to 260  |                                                                             | hour | \$44.00  |
| 8261      | Dozer, Wheel              |                    |               | to 335  |                                                                             | hour | \$52.00  |
| 8262      | Dozer, Wheel              |                    |               | to 445  |                                                                             | hour | \$66.00  |
| 8263      | Dozer, Wheel              |                    |               | to 615  |                                                                             | hour | \$96.00  |
| 8280      | Excavator, Hydraulic      | Bucket Capacity    | 0.5 CY        | to 45   | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$19.50  |
| 8281      | Excavator, Hydraulic      | Bucket Capacity    | 1.0 CY        | to 90   | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$33.00  |
| 8282      | Excavator, Hydraulic      | Bucket Capacity    | 1.5 CY        | to 160  | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$55.00  |
| 8283      | Excavator, Hydraulic      | Bucket Capacity    | 2.5 CY        | to 265  | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$88.00  |
| 8284      | Excavator, Hydraulic      | Bucket Capacity    | 4.5 CY        | to 420  | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$138.00 |
| 8285      | Excavator, Hydraulic      | Bucket Capacity    | 7.5 CY        | to 650  | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$215.00 |
| 8286      | Excavator, Hydraulic      | Bucket Capacity    | 12 CY         | to 1000 | Crawler, Truck & Wheel. Includes bucket.                                    | hour | \$338.00 |
| 8240      | Feeder, Grizzly           |                    |               | to 35   |                                                                             | hour | \$18.75  |
| 8241      | Feeder, Grizzly           |                    |               | to 55   |                                                                             | hour | \$28.50  |
| 8242      | Feeder, Grizzly           |                    |               | to 75   |                                                                             | hour | \$45.00  |
| 8300      | Fork Lift                 | Capacity           | 6000 Lbs      | to 60   |                                                                             | hour | \$7.80   |
| 8301      | Fork Lift                 | Capacity           | 12000 Lbs     | to 90   |                                                                             | hour | \$11.00  |
| 8302      | Fork Lift                 | Capacity           | 18000 Lbs     | to 140  |                                                                             | hour | \$18.25  |
| 8303      | Fork Lift                 | Capacity           | 50000 Lbs     | to 215  |                                                                             | hour | \$33.00  |
| 8310      | Generator                 | Prime Output       | 5.5 KW        | to 10   |                                                                             | hour | \$2.65   |
| 8311      | Generator                 | Prime Output       | 16 KW         | to 25   |                                                                             | hour | \$5.90   |
| 8312      | Generator                 | Prime Output       | 43 KW         | to 65   |                                                                             | hour | \$12.50  |
| 8313      | Generator                 | Prime Output       | 85 KW         | to 125  |                                                                             | hour | \$18.25  |



**FEDERAL EMERGENCY MANAGEMENT AGENCY  
SCHEDULE OF EQUIPMENT RATES**

| Code | Equipment              | Specification      | Capacity/Size | HP      | Notes                                    | Unit | Rate     |
|------|------------------------|--------------------|---------------|---------|------------------------------------------|------|----------|
| 8371 | Generator              | Prime Output       | 140 KW        | to 200  |                                          | hour | \$25.50  |
| 8372 | Generator              | Prime Output       | 210 KW        | to 300  |                                          | hour | \$36.00  |
| 8373 | Generator              | Prime Output       | 280 KW        | to 400  |                                          | hour | \$46.00  |
| 8374 | Generator              | Prime Output       | 350 KW        | to 500  |                                          | hour | \$56.00  |
| 8375 | Generator              | Prime Output       | 530 KW        | to 750  |                                          | hour | \$82.00  |
| 8376 | Generator              | Prime Output       | 710 KW        | to 1000 |                                          | hour | \$109.00 |
| 8377 | Generator              | Prime Output       | 1100 KW       | to 1500 |                                          | hour | \$166.00 |
| 8378 | Generator              | Prime Output       | 1500 KW       | to 2000 |                                          | hour | \$226.00 |
| 8379 | Generator              | Prime Output       | 1900 KW       | to 2500 |                                          | hour | \$280.00 |
| 8380 | Generator              | Prime Output       | 2400 KW       | to 3000 |                                          | hour | \$335.00 |
| 8381 | Roll-off Cart          | Capacity           | 2 person      |         |                                          | hour | \$2.15   |
| 8382 | Graders                | Moldboard Size     | 8 Ft          | to 50   | Includes Rigid and Articulate equipment. | hour | \$20.50  |
| 8383 | Graders                | Moldboard Size     | 10 Ft         | to 100  | Includes Rigid and Articulate equipment. | hour | \$27.00  |
| 8384 | Graders                | Moldboard Size     | 12 Ft         | to 150  | Includes Rigid and Articulate equipment. | hour | \$35.00  |
| 8385 | Graders                | Moldboard Size     | 14 Ft         | to 225  | Includes Rigid and Articulate equipment. | hour | \$49.00  |
| 8386 | Hose, Discharge        | Diameter           | 3 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.15   |
| 8387 | Hose, Discharge        | Diameter           | 4 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.20   |
| 8388 | Hose, Discharge        | Diameter           | 6 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.35   |
| 8389 | Hose, Discharge        | Diameter           | 8 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.55   |
| 8390 | Hose, Discharge        | Diameter           | 12 In         |         | Per 25 foot length. Includes couplings.  | hour | \$1.10   |
| 8391 | Hose, Discharge        | Diameter           | 16 In         |         | Per 25 foot length. Includes couplings.  | hour | \$1.85   |
| 8392 | Hose, Suction          | Diameter           | 3 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.20   |
| 8393 | Hose, Suction          | Diameter           | 4 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.30   |
| 8394 | Hose, Suction          | Diameter           | 6 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.50   |
| 8395 | Hose, Suction          | Diameter           | 8 In          |         | Per 25 foot length. Includes couplings.  | hour | \$0.80   |
| 8396 | Hose, Suction          | Diameter           | 12 In         |         | Per 25 foot length. Includes couplings.  | hour | \$1.75   |
| 8397 | Hose, Suction          | Diameter           | 16 In         |         | Per 25 foot length. Includes couplings.  | hour | \$3.10   |
| 8517 | Jackhammer (Dry)       | Weight Class       | 25-45 Lbs     |         |                                          | hour | \$1.05   |
| 8518 | Jackhammer (Wet)       | Weight Class       | 30-55 Lbs     |         |                                          | hour | \$1.20   |
| 8380 | Loader, Crawler        | Bucket Capacity    | 0.5 CY        | to 32   | Includes bucket.                         | hour | \$11.75  |
| 8381 | Loader, Crawler        | Bucket Capacity    | 1 CY          | to 60   | Includes bucket.                         | hour | \$20.50  |
| 8382 | Loader, Crawler        | Bucket Capacity    | 2 CY          | to 118  | Includes bucket.                         | hour | \$40.00  |
| 8383 | Loader, Crawler        | Bucket Capacity    | 3 CY          | to 178  | Includes bucket.                         | hour | \$63.00  |
| 8384 | Loader, Crawler        | Bucket Capacity    | 4 CY          | to 238  | Includes bucket.                         | hour | \$88.00  |
| 8385 | Loader, Crawler        | Bucket Capacity    | 5 CY          | to 300  | Includes bucket.                         | hour | \$118.00 |
| 8540 | Loader, Skid-Steer     | Operating Capacity | 1000 Lbs      | to 35   |                                          | hour | \$10.50  |
| 8541 | Loader, Skid-Steer     | Operating Capacity | 2000 Lbs      | to 65   |                                          | hour | \$14.25  |
| 8542 | Loader, Skid-Steer     | Operating Capacity | 3000 Lbs      | to 85   |                                          | hour | \$16.00  |
| 8543 | Loader, Skid-Steer     | Operating Capacity | 4000 Lbs      | to 94   |                                          | hour | \$16.50  |
| 8401 | Loader, Tractor, Wheel |                    |               | to 81   |                                          | hour | \$14.25  |
| 8390 | Loader, Wheel          | Bucket Capacity    | 0.5 CY        | to 38   |                                          | hour | \$11.25  |
| 8391 | Loader, Wheel          | Bucket Capacity    | 1 CY          | to 60   |                                          | hour | \$14.00  |
| 8392 | Loader, Wheel          | Bucket Capacity    | 2 CY          | to 105  |                                          | hour | \$20.50  |
| 8393 | Loader, Wheel          | Bucket Capacity    | 3 CY          | to 152  |                                          | hour | \$27.50  |
| 8394 | Loader, Wheel          | Bucket Capacity    | 4 CY          | to 200  |                                          | hour | \$35.00  |
| 8395 | Loader, Wheel          | Bucket Capacity    | 5 CY          | to 250  |                                          | hour | \$43.00  |
| 8396 | Loader, Wheel          | Bucket Capacity    | 6 CY          | to 305  |                                          | hour | \$53.00  |
| 8397 | Loader, Wheel          | Bucket Capacity    | 7 CY          | to 360  |                                          | hour | \$64.00  |
| 8398 | Loader, Wheel          | Bucket Capacity    | 8 CY          | to 415  |                                          | hour | \$75.00  |



**FEDERAL EMERGENCY MANAGEMENT AGENCY  
SCHEDULE OF EQUIPMENT RATES**

| Cost Code | Equipment                     | Specification          | Capacity/Size | HP     | Notes                                 | Unit | Rate     |
|-----------|-------------------------------|------------------------|---------------|--------|---------------------------------------|------|----------|
| 8399      | Loader, Wheel                 | Bucket Capacity        | 9 CY          | to 470 |                                       | hour | \$86.00  |
| 8400      | Loader, Wheel                 | Bucket Capacity        | 10 CY         | to 530 |                                       | hour | \$100.00 |
| 8570      | Loader-Backhoe, Wheel         | Loader Bucket Capacity | 0.5 CY        | to 40  | Loader and Backhoe Buckets included.  | hour | \$10.50  |
| 8571      | Loader-Backhoe, Wheel         | Loader Bucket Capacity | 1 CY          | to 70  | Loader and Backhoe Buckets included.  | hour | \$16.00  |
| 8572      | Loader-Backhoe, Wheel         | Loader Bucket Capacity | 1.5 CY        | to 95  | Loader and Backhoe Buckets included.  | hour | \$23.00  |
| 8573      | Loader-Backhoe, Wheel         | Loader Bucket Capacity | 1.75 CY       | to 115 | Loader and Backhoe Buckets included.  | hour | \$30.00  |
| 8410      | Mixer, Concrete Portable      | Batching Capacity      | 10 Cft        |        |                                       | hour | \$2.50   |
| 8411      | Mixer, Concrete Portable      | Batching Capacity      | 16 Cft        |        |                                       | hour | \$3.75   |
| 8412      | Mixer, Concrete, Trailer Mntd | Batching Capacity      | 11 Cft        | to 10  |                                       | hour | \$8.70   |
| 8413      | Mixer, Concrete, Trailer Mntd | Batching Capacity      | 16 Cft        | to 25  |                                       | hour | \$13.25  |
| 8075      | Motorcycle, Police            |                        |               |        |                                       | mile | \$0.29   |
| 8633      | Mulcher, Trailer Mntd         | Working Capacity       | 7 TPH         | to 35  |                                       | hour | \$7.90   |
| 8634      | Mulcher, Trailer Mntd         | Working Capacity       | 10 TPH        | to 55  |                                       | hour | \$11.50  |
| 8635      | Mulcher, Trailer Mntd         | Working Capacity       | 20 TPH        | to 120 |                                       | hour | \$16.75  |
| 8430      | Paver, Asphalt                |                        |               | to 50  | Includes wheel and crawler equipment. | hour | \$37.00  |
| 8431      | Paver, Asphalt                |                        |               | to 75  | Includes wheel and crawler equipment. | hour | \$56.00  |
| 8432      | Paver, Asphalt                |                        |               | to 125 | Includes wheel and crawler equipment. | hour | \$88.00  |
| 8433      | Paver, Asphalt                |                        |               | to 175 | Includes wheel and crawler equipment. | hour | \$113.00 |
| 8434      | Paver, Asphalt                |                        |               | to 250 | Includes wheel and crawler equipment. | hour | \$136.00 |
| 8436      | Pick-up, Asphalt              |                        |               | to 110 |                                       |      | \$52.00  |
| 8437      | Pick-up, Asphalt              |                        |               | to 150 |                                       |      | \$72.00  |
| 8438      | Pick-up, Asphalt              |                        |               | to 200 |                                       |      | \$97.00  |
| 8439      | Pick-up, Asphalt              |                        |               | to 275 |                                       |      | \$135.00 |
| 8660      | Plow, Cable                   | Plow Depth             | 18 in         | to 30  |                                       |      | \$7.50   |
| 8661      | Plow, Cable                   | Plow Depth             | 36 in         | to 65  |                                       |      | \$15.75  |
| 8662      | Plow, Cable                   | Plow Depth             | 48 in         | to 110 |                                       |      | \$25.00  |
| 8450      | Plow, Grader Mntd             | Width                  | to 10 Ft      |        |                                       | hour | \$18.50  |
| 8451      | Plow, Grader Mntd             | Width                  | to 14 Ft      |        |                                       | hour | \$25.00  |
| 8452      | Plow, Truck Mntd              | Width                  | to 15 Ft      |        |                                       | hour | \$13.50  |
| 8453      | Plow, Truck Mntd              | Width                  | to 15 Ft      |        | With leveling wing.                   | hour | \$20.00  |
| 8470      | Pump                          |                        |               | to 3   | Hoses not included.                   | hour | \$2.55   |
| 8471      | Pump                          |                        |               | to 6   | Hoses not included.                   | hour | \$3.30   |
| 8472      | Pump                          |                        |               | to 10  | Hoses not included.                   | hour | \$4.25   |
| 8473      | Pump                          |                        |               | to 15  | Hoses not included.                   | hour | \$5.40   |
| 8474      | Pump                          |                        |               | to 25  | Hoses not included.                   | hour | \$7.60   |
| 8475      | Pump                          |                        |               | to 40  | Hoses not included.                   | hour | \$10.75  |
| 8476      | Pump                          |                        |               | to 60  | Hoses not included.                   | hour | \$14.75  |
| 8477      | Pump                          |                        |               | to 95  | Hoses not included.                   | hour | \$20.50  |
| 8478      | Pump                          |                        |               | to 140 | Hoses not included.                   | hour | \$26.50  |
| 8479      | Pump                          |                        |               | to 200 | Hoses not included.                   | hour | \$31.00  |
| 8463      | Pump Extender                 | Length                 | 20 Ft         |        |                                       | hour | \$1.20   |
| 8460      | Pump, W/O Power               | Pump Size              | 6 In          |        |                                       | hour | \$2.25   |
| 8461      | Pump, W/O Power               | Pump Size              | 12 In         |        |                                       | hour | \$2.95   |
| 8462      | Pump, W/O Power               | Pump Size              | 24 In         |        |                                       | hour | \$7.00   |
| 8510      | Saw, Concrete                 | Blade Diameter         | 14 In         | to 14  |                                       | hour | \$4.00   |
| 8511      | Saw, Concrete                 | Blade Diameter         | 26 In         | to 35  |                                       | hour | \$9.10   |
| 8512      | Saw, Concrete                 | Blade Diameter         | 48 In         | to 65  |                                       | hour | \$15.50  |
| 8513      | Saw, Rock                     |                        |               | to 65  |                                       | hour | \$25.00  |
| 8514      | Saw, Rock                     |                        |               | to 90  |                                       | hour | \$33.00  |
| 8515      | Saw, Rock                     |                        |               | to 120 |                                       | hour | \$45.00  |
| 8520      | Scraper                       | Scraper Capacity       | 11 CY         | to 175 |                                       | hour | \$71.00  |
| 8521      | Scraper                       | Scraper Capacity       | 16 CY         | to 250 |                                       | hour | \$92.00  |
| 8522      | Scraper                       | Scraper Capacity       | 23 CY         | to 365 |                                       | hour | \$120.00 |
| 8523      | Scraper                       | Scraper Capacity       | 34 CY         | to 475 |                                       | hour | \$145.00 |
| 8524      | Scraper                       | Scraper Capacity       | 44 CY         | to 600 |                                       | hour | \$172.00 |
| 8560      | Snow Blower                   | Capacity               | 2,000 Tph     | to 400 |                                       | hour | \$121.00 |



# FEDERAL EMERGENCY MANAGEMENT AGENCY SCHEDULE OF EQUIPMENT RATES

| Code | Equipment               | Specification       | Capacity/Size     | HP     | Notes                                                      | Unit | Rate     |
|------|-------------------------|---------------------|-------------------|--------|------------------------------------------------------------|------|----------|
| 856  | Blow Blower             | Capacity            | 2,500 Tph         | to 500 |                                                            | hour | \$134.00 |
| 856  | Blow Blower             | Capacity            | 3,500 Tph         | to 600 |                                                            | hour | \$153.00 |
| 858  | Blow Blower, Truck Mntd | Capacity            | 600 Tph           | to 75  |                                                            | hour | \$33.00  |
| 858  | Blow Blower, Truck Mntd | Capacity            | 1100 Tph          | to 150 |                                                            | hour | \$52.00  |
| 858  | Blow Blower, Truck Mntd | Capacity            | 1600 Tph          | to 250 |                                                            | hour | \$77.00  |
| 858  | Blow Blower, Truck Mntd | Capacity            | 2500 Tph          | to 400 |                                                            | hour | \$109.00 |
| 863  | Spreader, Seed          | Working Capacity    | 750 Gal           | to 30  | Trailer & truck mounted.                                   | hour | \$8.80   |
| 863  | Spreader, Seed          | Working Capacity    | 1250 Gal          | to 50  | Trailer & truck mounted.                                   | hour | \$11.00  |
| 863  | Spreader, Seed          | Working Capacity    | 3500 Gal          | to 115 | Trailer & truck mounted.                                   | hour | \$17.00  |
| 845  | Spreader, Chemical      | Capacity            | 5 CY              | to 4   | Trailer & truck mounted.                                   | hour | \$3.65   |
| 842  | Spreader, Chip          | Spread Hopper Width | 12.5 Ft           | to 152 |                                                            | hour | \$40.00  |
| 842  | Spreader, Chip          | Spread Hopper Width | 16.5 Ft           | to 215 |                                                            | hour | \$53.00  |
| 842  | Spreader, Chip, Mntd    | Hopper Size         | 8 Ft              | to 8   | Trailer & truck mounted.                                   | hour | \$2.85   |
| 845  | Spreader, Sand          | Mounting            | Tailgate, Chassis |        |                                                            | hour | \$3.85   |
| 845  | Spreader, Sand          | Mounting            | Dump Body         |        |                                                            | hour | \$5.50   |
| 845  | Spreader, Sand          | Mounting            | Truck (10yd)      |        |                                                            | hour | \$7.70   |
| 844  | Striper                 | Paint Capacity      | 40 Gal            | to 22  |                                                            | hour | \$11.75  |
| 844  | Striper                 | Paint Capacity      | 90 Gal            | to 60  |                                                            | hour | \$16.75  |
| 844  | Striper                 | Paint Capacity      | 120 Gal           | to 122 |                                                            | hour | \$33.00  |
| 844  | Striper, Truck Mntd     | Paint Capacity      | 120 Gal           | to 460 |                                                            | hour | \$51.00  |
| 844  | Striper, Walk-behind    | Paint Capacity      | 12 Gal            |        |                                                            | hour | \$2.75   |
| 8157 | Sweeper, Pavement       |                     |                   | to 110 |                                                            | hour | \$38.00  |
| 8158 | Sweeper, Pavement       |                     |                   | to 150 |                                                            | hour | \$43.00  |
| 8159 | Sweeper, Pavement       |                     |                   | to 200 |                                                            | hour | \$50.00  |
| 8590 | Trailer, Dump           | Capacity            | 20 CY             |        | Does not include Prime Mover.                              | hour | \$16.75  |
| 8591 | Trailer, Dump           | Capacity            | 30 CY             |        | Does not include Prime Mover.                              | hour | \$25.50  |
| 8592 | Trailer, Dump           | Capacity            | 40 CY             |        | Does not include Prime Mover.                              | hour | \$34.00  |
| 8600 | Trailer, Equipment      | Capacity            | 30 Tons           |        |                                                            | hour | \$9.70   |
| 8601 | Trailer, Equipment      | Capacity            | 40 Tons           |        |                                                            | hour | \$11.25  |
| 8602 | Trailer, Equipment      | Capacity            | 60 Tons           |        |                                                            | hour | \$13.50  |
| 8640 | Trailer, Office         | Trailer Size        | 8' x 24'          |        |                                                            | hour | \$1.55   |
| 8641 | Trailer, Office         | Trailer Size        | 8' x 32'          |        |                                                            | hour | \$1.85   |
| 8642 | Trailer, Office         | Trailer Size        | 10' x 32'         |        |                                                            | hour | \$2.30   |
| 8610 | Trailer, Water          | Tank Capacity       | 4000 Gal          |        | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$10.50  |
| 8611 | Trailer, Water          | Tank Capacity       | 6000 Gal          |        | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$12.25  |
| 8612 | Trailer, Water          | Tank Capacity       | 10000 Gal         |        | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$15.25  |
| 8613 | Trailer, Water          | Tank Capacity       | 14000 Gal         |        | Includes a centrifugal pump with sump and a rear spraybar. | hour | \$18.50  |
| 8650 | Trencher                |                     |                   | to 35  | Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.     | hour | \$11.75  |
| 8651 | Trencher                |                     |                   | to 85  | Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.     | hour | \$27.50  |
| 8652 | Trencher                |                     |                   | to 115 | Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.     | hour | \$37.00  |
| 8653 | Trencher                |                     |                   | to 175 | Walk-behind, Crawler & Wheel Mounted. Chain and Wheel.     | hour | \$55.00  |
| 8290 | Trowel, Concrete        | Diameter            | 90 In             | to 25  |                                                            | hour | \$9.00   |
| 8291 | Trowel, Concrete        | Diameter            | 100 In            | to 38  |                                                            | hour | \$14.00  |
| 8810 | Truck, Bucket           |                     |                   |        | Add Flatbed Truck to Truck Mounted Aerial Lift.            |      |          |
| 8811 | Truck, Cleaning         |                     |                   |        | Add Flatbed Truck to Sewer Cleaner.                        |      |          |
| 8680 | Truck, Concrete Mixer   | Mixer Capacity      | 10 CY             | to 255 |                                                            | hour | \$58.00  |
| 8681 | Truck, Concrete Mixer   | Mixer Capacity      | 13 CY             | to 300 |                                                            | hour | \$67.00  |
| 8720 | Truck, Dump             | Struck Capacity     | 8 CY              | to 210 |                                                            | hour | \$21.00  |
| 8721 | Truck, Dump             | Struck Capacity     | 10 CY             | to 235 |                                                            | hour | \$24.00  |
| 8722 | Truck, Dump             | Struck Capacity     | 12 CY             | to 255 |                                                            | hour | \$27.00  |
| 8723 | Truck, Dump             | Struck Capacity     | 18 CY             | to 330 |                                                            | hour | \$40.00  |
| 8724 | Truck, Dump             | Struck Capacity     | 28 CY             | to 400 |                                                            | hour | \$66.00  |
| 8725 | Truck, Dump             | Struck Capacity     | 40 CY             | to 460 |                                                            | hour | \$72.00  |
| 8726 | Truck, Dump             | Struck Capacity     | 50 CY             | to 620 |                                                            | hour | \$90.00  |
| 8690 | Truck, Fire             | Pump Capacity       | 1000 GPM          |        |                                                            | hour | \$44.00  |





**FEDERAL EMERGENCY MANAGEMENT AGENCY  
SCHEDULE OF EQUIPMENT RATES**

|      | Equipment             | Specification | Capacity/Size | HP      | Notes                                           | Unit | Rate     |
|------|-----------------------|---------------|---------------|---------|-------------------------------------------------|------|----------|
|      | Truck, Fire           | Pump Capacity | 1250 GPM      |         |                                                 | hour | \$46.00  |
|      | Truck, Fire           | Pump Capacity | 1500 GPM      |         |                                                 | hour | \$59.00  |
|      | Truck, Fire           | Pump Capacity | 2000 GPM      |         |                                                 | hour | \$64.00  |
|      | Truck, Flatbed        | Maximum Gvw   | 15000 Lbs     | to 150  |                                                 | hour | \$11.25  |
|      | Truck, Flatbed        | Maximum Gvw   | 25000 Lbs     | to 180  |                                                 | hour | \$13.75  |
|      | Truck, Flatbed        | Maximum Gvw   | 30000 Lbs     | to 215  |                                                 | hour | \$17.75  |
|      | Truck, Flatbed        | Maximum Gvw   | 45000 Lbs     | to 250  |                                                 | hour | \$23.00  |
|      | Truck, Flatbed        | Maximum Gvw   | 50000 Lbs     | to 300  |                                                 | hour | \$28.00  |
|      | Truck, Flatbed        |               |               | to 375  |                                                 | hour | \$34.00  |
|      | Truck, Flatbed        |               |               | to 450  |                                                 | hour | \$40.00  |
| 8790 | Truck, Garbage        | Capacity      | 25 CY         | to 255  |                                                 | hour | \$31.00  |
| 8791 | Truck, Garbage        | Capacity      | 32 CY         | to 325  |                                                 | hour | \$38.00  |
| 8812 | Truck, Knuckle Boom   |               |               |         | Add Flatbed Truck to Truck Mounted Crane.       |      |          |
| 8813 | Truck, Ladder         |               |               |         | Add Flatbed Truck to Truck Mounted Aerial Lift. |      |          |
| 8814 | Truck, Line           |               |               |         | Add Flatbed Truck to Hydraulic Digger Derrick.  |      |          |
| 8800 | Truck, Pickup         |               |               | to 130  | When transporting people.                       | mile | \$0.33   |
| 8801 | Truck, Pickup         |               |               | to 130  |                                                 | hour | \$7.40   |
| 8802 | Truck, Pickup         |               |               | to 180  |                                                 | hour | \$9.30   |
| 8803 | Truck, Pickup         |               |               | to 230  |                                                 | hour | \$11.75  |
| 8804 | Truck, Pickup         |               |               | to 280  |                                                 | hour | \$14.75  |
| 8790 | Truck, Tractor        |               |               | to 210  |                                                 | hour | \$22.00  |
| 8791 | Truck, Tractor        |               |               | to 265  |                                                 | hour | \$28.50  |
| 8792 | Truck, Tractor        |               |               | to 310  |                                                 | hour | \$32.00  |
| 8793 | Truck, Tractor        |               |               | to 350  |                                                 | hour | \$35.00  |
| 8780 | Truck, Water          | Tank Capacity | 2500 Gal      | to 175  | Include pump and rear spray system.             | hour | \$20.50  |
| 8781 | Truck, Water          | Tank Capacity | 4000 Gal      | to 250  | Include pump and rear spray system.             | hour | \$29.00  |
| 8620 | Tub Grinder           |               |               | to 400  |                                                 | hour | \$61.00  |
| 8621 | Tub Grinder           |               |               | to 500  |                                                 | hour | \$74.00  |
| 8622 | Tub Grinder           |               |               | to 600  |                                                 | hour | \$86.00  |
| 8623 | Tub Grinder           |               |               | to 700  |                                                 | hour | \$98.00  |
| 8624 | Tub Grinder           |               |               | to 800  |                                                 | hour | \$110.00 |
| 8625 | Tub Grinder           |               |               | to 900  |                                                 | hour | \$122.00 |
| 8626 | Tub Grinder           |               |               | to 1000 |                                                 | hour | \$133.00 |
| 8753 | Vehicle, Recreational |               |               | to 10   |                                                 | hour | \$2.15   |
| 8750 | Vehicle, Small        |               |               | to 30   |                                                 | hour | \$4.10   |
| 8760 | Vibrator, Concrete    |               |               | to 4    |                                                 | hour | \$1.00   |
| 8761 | Vibrator, Concrete    |               |               | to 8    |                                                 | hour | \$1.95   |
| 8770 | Welder, Portable      |               |               | to 16   | Includes ground cable and lead cable.           | hour | \$3.05   |
| 8771 | Welder, Portable      |               |               | to 34   | Includes ground cable and lead cable.           | hour | \$6.20   |
| 8772 | Welder, Portable      |               |               | to 50   | Includes ground cable and lead cable.           | hour | \$8.70   |
| 8773 | Welder, Portable      |               |               | to 80   | Includes ground cable and lead cable.           | hour | \$12.50  |

